



*Metro*UNIVERSITY

## Top 10 August 2021 Highlights

August 2021 | Metropolitan Library System | Learning & Development

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Learning and Development's **Top 10** course highlights for the month of **August**. Earn a **Top 10 Badge** on your EduBrite profile by completing one of the below courses! Note: Time provided to complete a course is approximate.

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**Complete one of the highlighted LinkedIn Learning Courses:**



**Creativity at Work: A Short Course from Seth Godin**



37(m)

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**You are a creative person. Despite what your inner critic may have told you, you absolutely can solve complex business problems without a roadmap. The potential is there; whether or not you tap into it is up to you. In this concise course, Seth Godin—the author of 20 best-selling books, including *The Dip*, *Linchpin*, *Purple Cow*, and *The Practice*—lays out how to help your team let go of the fears that hinder your creative progress and start creating work that matters.**

**Learn how to combat preconceived notions about creativity, including the idea that creativity is a gift bestowed upon a select few. (Spoiler alert: it's not.) Discover how to tap into your team's creativity by embracing the possibility of failure, cultivating practical empathy, and exploring the root causes of writer's block and impostor syndrome. Plus, get tips for making creative problem-solving a habit that sticks.**

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### Staying Positive in the Face of Negativity



56(m)

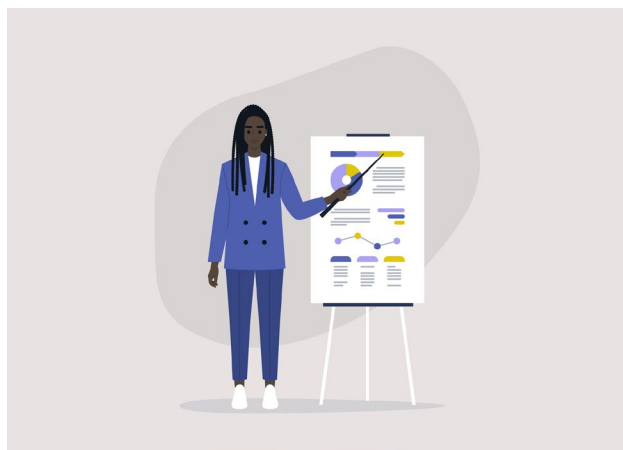
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**Even the most optimistic of us can get weighed down when seemingly unrelenting negativity swirls around us at work and in life. It impacts our perspective, presence, and performance. Self-leadership expert Scott Mautz teaches a specific plan for fostering sustainable positivity, especially in the face of tiresome negativity. You'll be able to stay positive over the long haul by applying fundamentals of positivity—like staying grounded and practicing a special type of gratitude—and by drawing optimism from increased mental strength. Learn to build specialized positivity skills—such as handling criticism and difficult**

**people—and build daily habits of positivity too. Plus, hear real-world examples and craft a personal MAP (micro action plan) for being realistic but staying upbeat when it feels like the world is conspiring to keep you down.**

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## Empowering BIPOC through Mentorship



1(h) 10(m)

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**This course aims to help BIPOC upskill in ways that empower them to move up the corporate ladder and succeed in their chosen fields. Dr. Rhianna Rogers—cofounder of the award-winning diversity program SPEC/Buffalo Project—walks you through ways to get a great mentor and be a great mentee. Dr. Rogers explains how to find your voice and value and put together a narrative with what you need in a mentor. She takes you through how to translate your narrative into the language of success so that you can advocate for yourself and navigate mentorship. She steps through making the pitch to a**

**potential mentor and discusses how to be a good mentee by finding resources to support your mentorship, managing the mentor-mentee relationship, and voicing your unique needs. Dr. Rogers concludes by showing you how to evaluate and own your journey with continuous improvement.**

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### Overcoming Decision-Making Traps



1(h) 1(m)

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**Have you ever taken too long to make a decision or worried about making the wrong choice? If this sounds familiar, you've experienced falling into a decision-making trap. In this course taught by leadership expert Michael Veltri, he shares his proven tips to help you avoid falling into these traps. First, Michael reviews some of the common challenges you face when making a decision, such as being distracted or getting bogged down in the details. He then shares his methods for unclogging your decision-making arteries, and how to get clarity on decisions in a timely manner. From there, Michael guides you through methods to reach decisions faster, and to feel confident about the**

**decisions you make. Finally, Michael reviews making high-stakes decisions, creating opportunities, and continuing the momentum once a decision is made. If you're looking to make smarter, more impactful decisions with ease, join Michael in this course.**

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### **Supporting Your Team as Offices Reopen**



34(m)

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**The focus during the pandemic might have been to survive, but now it's time to get your team to a place where everyone can thrive. Returning to work doesn't exactly mean returning to "normal," but you can develop a new and improved normal for going forward. In this course, instructor Daisy Lovelace goes over important topics and issues to address in building a flexible plan to support your team. Daisy covers (re)establishing trust on your team and revising key work protocols for your team. She discusses the importance of clear, ongoing communication and creating an action plan to help your team adapt quickly the next time they are faced with the unexpected. Daisy addresses some commonly asked questions and walks you through**



**making sure you address your own needs, as well as your team's, as you move forward to navigate the challenges ahead.**

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### Leading with a Heavy Heart



34(m)

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**The focus during the pandemic might have been to survive, but now it's time to get your team to a place where everyone can thrive. Returning to work doesn't exactly mean returning to "normal," but you can develop a new and improved normal for going forward. In this course, instructor Daisy Lovelace goes over important topics and issues to address in building a flexible plan to support your team. Daisy covers (re)establishing trust on your team and revising key work protocols for your team. She discusses the importance of clear, ongoing communication and creating an action plan to help your team**

**adapt quickly the next time they are faced with the unexpected. Daisy addresses some commonly asked questions and walks you through making sure you address your own needs, as well as your team's, as you move forward to navigate the challenges ahead.**

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## Overcoming Perfectionism





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**If you've ever felt like you're being too hard on yourself, you might be familiar with the concept of perfectionism. In this course taught by neuropsychologist and author Nicole Tetreault, Nicole teaches you to embrace your perfectionist tendencies and release the need to feel perfect. She first shares some definitions and strategies to identify any perfectionist inclinations you may have, then reviews some key mindset shifts to adjust perspective and use mistakes to your advantage. Nicole also covers the various types of perfectionism, and the point at which perfectionism can become unhealthy. She guides you through the notion of perfection paralysis, and how you can recognize when your perfectionist tendencies may be taking over. Finally, Nicole imparts proven strategies to help overcome perfectionism in the long term.**

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**Complete one of the highlighted Niche Academy courses:**



**Niche: Acing Virtual and In-Person Interviews**



**1(h) 16(m)**

**In this presentation learn about creating formal contacts, such as the appropriate voicemail recording and email address, when to use casual vs formal language, and many other tips for acing your interview.**

## Niche: Healthy Eating Choices



20(m)

Eating healthy foods will help you feel better, think better and live longer. This video will guide and inform you about why certain foods are better for you, how to organize your foods and plan your meals, and which certain foods provide certain functions.

After you view this video on healthy food choices, you will answer a few multiple choice questions.

## Niche: Basic First Aid

44(m)



1 - image of a first aid kit

**This video reviews basic first aid procedures.**



*2 - Complete one of the above courses and this badge will appear on your EduBrite dashboard! \*Time provided to complete a course is approximate\**

**Don't miss Ryan Dowd's courses available via EduBrite with our 1 year subscription to Niche Academy!**

**\*\*Recently Added\*\* - Niche: Ryan Dowd on Fights: How to Prevent and Stop Them (Safely)!**



- Niche: Ryan Dowd on How to Reduce Police Calls and Keep Everyone Safe in Your Organization
- Niche: Ryan Dowd on How to Respond to Prejudicial Comments from Customers
- Niche: Ryan Dowd on Service Animals: Your Obligations Under the ADA
- Niche: Ryan Dowd on Supervisors Training: Tips for Managers

- Niche: Ryan Dowd on Burnout, Vicarious Trauma, and Compassion Fatigue
- Niche: Ryan Dowd on Advanced Body Language Skills
- Niche: Ryan Dowd on Domestic Violence and Sexual Assault Issues (in libraries) featuring Miranda Dube
- Niche: Ryan Dowd on Homelessness 201: A Deeper Understanding
- Niche: Ryan Dowd on Body Odor: The Most Dreaded Conversation
- Niche: Ryan Dowd: Homeless Q&A with Ryan (Part 1)
- Niche: Ryan Dowd: Homeless Q&A with Ryan (Part 2)
- Niche: Ryan Dowd on Traumatic Brain Injury
- Niche: Ryan Dowd on COVID: How to Deal with Problem Behaviors Related to COVID-19
- Niche: Ryan Dowd on Dementia and Alzheimer's
- Niche: Ryan Dowd on Jerks with Homes: How to deal with members of the public who are being jerks about homeless folks
- Niche: Ryan Dowd on Getting Hit on by Customers: Women (and men) share
- Niche: Ryan Dowd on Ornerly Teenagers: How to compassionately and effectively manage their problem behaviors
- Niche: Ryan Dowd on Burnout and Stress: Strategies in case 2021 is as bad as 2020
- Niche: Ryan Dowd on Resolving Liberal Vs. Conservative Conflict in the Workplace